



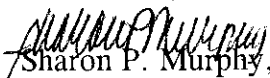
DEPARTMENT OF PERSONNEL

**209 E. Musser Street, Room 101
Carson City, Nevada 89701-4204
(702) 687-4050**

MEMO PERD # 36/98

October 26, 1998

TO: All State Agencies

FROM:  Sharon P. Murphy, Director
Department of Personnel

SUBJECT: EXECUTIVE BRANCH POSITION HIRING REVIEW

Lower than projected revenues have been experienced in the State General Fund; consequently, as a precautionary measure, Governor Miller has directed the Department of Administration to review all executive branch vacancies to determine if and when they should be filled.

Effective Wednesday, October 28, all agencies are directed to submit the attached *Justification to Fill Vacant Position* form to their respective Budget Analyst for approval prior to filling any position. It is the intention of the Department of Administration to defer all new hires, EXCEPT THOSE IN POSITIONS CRITICAL TO PUBLIC SAFETY, CLIENT CARE OR ESSENTIAL SERVICES until further notice.

Attached is a list of those classes identified as being exempt from the position hiring review process due to public safety or client care. Agencies believing other classes should be included as exempt due to public safety or client care should provide written documentation of their request to the Department of Personnel, Field Services Division.

In order to implement the "position hiring review," the following procedures and guidelines have been implemented:

1. The "position hiring review" applies to all essential services positions which are vacant (both classified and unclassified) in the Executive Branch, except those:
 - a) Identified on the attached list as being critical to public safety or client care;

October 26, 1998

Page 2

- b) Positions in the offices of the Attorney General, Controller, Secretary of State, and Treasurer; or
 - c) Positions for which "overlap" approval was granted prior to October 28, 1998, and a position number was issued.
2. The University and Community College System of Nevada is required to adhere to the "position hiring review" process; however, in lieu of the Department of Administration, hiring approval should be obtained through the University's appointing authority process.
 3. An agency desiring to fill any vacant position not included in #1 above must first obtain the written approval of the Department of Administration. *A Justification to Fill Vacant Position* form is attached which will provide the necessary information.
 4. The "position hiring review" applies to any type of appointment to a vacant position, i.e., new hires, transfers, promotions, and so on.
 5. Employment offers made and accepted prior to October 28, 1998, with employment to commence after that date, will still require approval. Agencies must document that offers of employment were made and accepted prior to October 28, 1998, in their submittal to the Department of Administration.
 6. Unless prior approval is received, new recruitments will not be announced nor will eligible lists be certified. Because of costs already incurred, recruitments recently closed or scheduled to close will be completed and eligible lists will be established. Also, at this time, recruitments which have been open on a continuous basis will remain open. These include job classes for which recruitment is difficult or which allow applicants to apply directly to agencies or the Division of Employment Security. However, while applications may be accepted under these recruitments, hiring may not occur without prior approval.
 7. All NPD-35's submitted by agencies within the Central Payroll System to the Records Section of the Department of Personnel which indicate that a vacant position control number is being filled after October 28, 1998, must be accompanied by written approval from the Department of Administration or salary payment will not be processed. NPD-35's received without approval will be returned to the originating agency. To ensure timely payment, deadlines for documents submitted to Records must be carefully observed.

NPD-35's received from outside paycenters (i.e., the Employers Insurance Company of Nevada, Department of Transportation and the Public Employees Retirement System) which reflect a change of position control number or new hire, must also have approval. Documents

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Page 3

submitted without approval will be forwarded to the Department of Administration without processing by the Department of Personnel.

8. This policy may affect positions which are assigned duties from vacant positions. Caution should be exercised when reassigning duties that could result in reclassification, special salary adjustments or require authorization of overtime so that cost savings of the vacant position are maximized.

Personnel related questions should be directed to the Department of Personnel's Field Services Division at 687-4050 in Carson City and 486-2900 in Las Vegas. All other questions should be referred to your agency's Budget Analyst in the Department of Administration.

Thank you for your cooperation in this matter.

SPM:cp

Attachments

cc: Agency Personnel Liaison
Agency Personnel Representative

**PUBLIC SAFETY AND CLIENT CARE CLASSES EXEMPT FROM
POSITION HIRING REVIEW**

1.819	Firefighter II
1.852	Firefighter I
1.828	Seasonal Firefighter II
1.831	Seasonal Firefighter I
1.826	Fire Control Dispatcher II
1.827	Fire Control Dispatcher I
1.918	Lifeguard II (seasonal)
1.919	Lifeguard I (seasonal)
6.977	Communications System Specialist II
6.973	Communications Systems Specialist I
7.911	Information Systems Specialist IV
7.913	Information Systems Specialist III
7.924	Information Systems Specialist II
7.933	Information Systems Specialist I
7.914	Computer Systems Programmer IV
7.915	Computer Systems Programmer III
7.923	Computer Systems Programmer II
7.932	Computer Systems Programmer I
9.495	Sewage Treatment Plant Operator III
9.496	Sewage Treatment Plant Operator II
9.497	Sewage Treatment Plant Operator I
9.498	Water Treatment Operator
9.478	Asst. Water Treatment Operator
9.480	Water Master, State Water System
10.109	Senior Psychiatrist (Range A)
10.110	Senior Psychiatrist (Range B)

10.111	Senior Psychiatrist (Range C)
10.114	Teaching Parent II
10.117	Teaching Parent I
10.148	Teaching Parent Relief
10.144	Clinical Social Worker II
10.150	Clinical Social Worker I
10.158	Clinical Social Worker Intern
10.135	Mental Health Counselor V
10.137	Mental Health Counselor IV
10.138	Mental Health Counselor III
10.139	Mental Health Counselor II
10.141	Mental Health Counselor I
10.145	Mental Health Counselor Intern
10.140	Child Development Specialist III
10.147	Child Development Specialist II
10.149	Child Development Specialist I
10.160	Developmental Disabilities Specialist II
10.161	Developmental Disabilities Specialist I
10.170	Psychologist (MH/MR)
10.143	Psychologist
10.186	Psych Caseworker I
10.185	Psych Caseworker II
10.211	Senior Physician (Range A)
10.212	Senior Physician (Range B)
10.219	Senior Physician (Range C)
10.251	Senior Institutional Dentist (Range A)
10.252	Senior Institutional Dentist (Range B)

MEMORANDUM

TO: _____, Budget Analyst

Budget Division

FROM: _____

Name

PHONE #: _____

Agency

DATE: _____

SUBJECT: JUSTIFICATION TO FILL VACANT POSITION

Authorization is requested to fill the following vacant position:

1.	Budget Account #: _____ Position Control #: _____ Class Title: _____	Class Code #: _____ Grade Level: _____
2.	This position is critical to: Public Safety: <input type="checkbox"/> Client Care: <input type="checkbox"/> Essential Services: <input type="checkbox"/>	
3.	Date position became vacant: _____ If vacant longer than 30 days, explain below:	
4.	How did position become vacant? (termination, transfer-out, retirement, etc.)	
5.	Reason for the urgency to fill and/or consequences of not filling vacancy:	
6.	What is position funding source?	

☐ Approved for hire on: _____

☐ Not approved for hire

Budget Analyst

Date

10.307	Psych Nurse II
10.309	Psych Nurse I
10.360	Psych LPN II
10.361	Psych LPN I
10.317	Correctional Physician Extender
10.318	Correctional Nurse II
10.319	Correctional Nurse I
10.326	Rehabilitation Center Nurse II
10.327	Rehabilitation Center Nurse I
10.350	Physician Assistant
10.352	Health Service Nurse II
10.355	Health Service Nurse I
10.358	Registered Nurse
10.376	Community Health Nurse III
10.377	Community Health Nurse II
10.378	Community Health Nurse I
10.331	Supvg Forensic Specialist
10.337	Forensic Specialist III
10.345	Forensic Specialist II
10.353	Forensic Specialist I
10.338	Mental Health Technician IV
10.346	Mental Health Technician III
10.356	Mental Health Technician II
10.366	Mental Health Technician I
10.339	Mental Retardation Technician IV
10.347	Mental Retardation Technician III
10.357	Mental Retardation Technician II

10.367	Mental Retardation Technician I
10.509	Health Facilities Surveyor II
10.516	Health Facilities Surveyor I
10.529	Environmental Health Specialist III
10.532	Environmental Health Specialist II
10.535	Environmental Health Specialist I
10.612	Senior Physical Therapist
10.634	Physical Therapist
10.624	Certified Physical Therapy Asst.
10.609	Senior Occupational Therapist
10.618	Occupational Therapist
10.642	Certified Occupational Therapy Assistant
10.615	Senior Speech Pathologist
10.619	Speech Pathologist
10.703	Chief Pharmacist
10.709	Pharmacist
10.710	Laboratory Supervisor
10.711	Senior Microbiologist
10.715	Microbiologist II
10.717	Microbiologist I
10.721	Microbiologist Trainee
10.708	Senior Chemist
10.712	Chemist II
10.713	Chemist I
10.724	Chemist Trainee
11.740	Radiological Technologist II
11.741	Radiological Technologist I

11.106	Highway Patrol Trooper II
11.108	Highway Patrol Trooper I
11.107	Highway Patrol Cadet
11.122	Public Safety Dispatcher III
11.124	Public Safety Dispatcher II
11.126	Public Safety Dispatcher I
11.133	Fingerprint/Records Technician III
11.134	Fingerprint/Records Technician II
11.135	Fingerprint/Records Technician I
11.253	University Police Officer II
11.254	University Police Officer I
11.267	Capitol Police Officer
11.286	Criminal Investigator III
11.287	Criminal Investigator II
11.288	Criminal Investigator I
11.507	Deputy State Fire Marshal III
11.505	Deputy State Fire Marshal II
11.506	Deputy State Fire Marshal I
11.705	Firefighter/Driver Operator/Air National Guard
12.427	Rehabilitation Coordinator II
12.431	Rehabilitation Coordinator I
12.501	Warden
12.513	Senior Correctional Officer
12.515	Correctional Officer
12.516	Correctional Officer Trainee
12.537	Group Supervisor II
12.538	Group Supervisor I

12.541	Group Supervisor Trainee
12.562	Youth Training Center Counselor
12.556	Correctional Casework Specialist III
12.559	Correctional Casework Specialist II
12.565	Correctional Casework Specialist I
12.571	Correctional Casework Specialist Trainee
12.609	Adult Parole and Probation Officer II
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MEMORANDUM

TO: _____, Budget Analyst
Budget Division

FROM: _____ PHONE #: _____
Name
Agency

DATE: _____

SUBJECT: JUSTIFICATION TO FILL VACANT POSITION

Authorization is requested to fill the following vacant position:

1.	Budget Account #: _____ Position Control #: _____ Class Title: _____	Class Code #: _____ Grade Level: _____
2.	This position is critical to: Public Safety: <input type="checkbox"/> Client Care: <input type="checkbox"/> Essential Services: <input type="checkbox"/>	
3.	Date position became vacant: _____ If vacant longer than 30 days, explain below:	
4.	How did position become vacant? (termination, transfer-out, retirement, etc.)	
5.	Reason for the urgency to fill and/or consequences of not filling vacancy:	
6.	What is position funding source?	

☐ Approved for hire on: _____

☐ Not approved for hire

Budget Analyst

Date